U-Multirank

Questionnaire for faculties / departments

General instructions

Years

Many questions in this questionnaire specify that information should be provided for (a) particular year(s). The table below indicates the academic year in questions in which an academic year does not coincide with a calendar year. Please use the format that fits your institutional administration best. Please be consistent regarding the format you have chosen within each question.

If no specific year is indicated in a question, please refer to the most recent academic year wherever possible. If you are unable to provide the most recent data, please leave a comment in the respective comment field in which you specify to which year the data refer.

Calendar year	Academic year
2016	2016/2017
2017	2017/2018
2018	2018/2019

General information and [?]-symbols
The questionnaire includes [?]-symbols. When you hover over this symbol with your mouse, they provide information about definitions and particular clarifications related to specific question. You will find an overview of all [?] texts as a pdf version **here**. If the online help features do not answer all your questions please do not hesitate to email the U-Multirank team at **info@umultirank.org** and we will get back to you as soon as possible. Please indicate to which part of the subject questionnaire you are referring.

Departmental or study programme-related questions

Questions at department level (i.e. covering not only the programmes submitted) are: 11, 14, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29.
All other questions solely refer to the programmes submitted.

*"**Handling of missing data**

If data are not available, please leave those fields blank and tick the "data not available" box. If necessary, leave a short remark in the comment section below the question. Please enter "0" (zero) only if zero is the correct value.

Do **not** use "0" to show that data are not available!

For instance, if do not have international doctoral candidates =,enter value 0. If you have no data available on international doctoral candidates =, please leave it blank and tick the "data

not available" box. Some questions may have sub-sections. If you are unable to answer a question in all its parts, please tick the "data not available" box, but still provide any available information you hold. In these instances, please leave a comment in the comment box of this question that only partial information was available.

Please note that explanations on data elements, calculations and rationales can be found in the indicator book on our website link]."

For definitions and further explanation of terms, please hover over the questionmark "[?]"

Overview

Question 1

Please give the **full name and address** of the **unit responsible for organising [field]. [?1]**	
Institution/ University:	
Faculty/department:	
Institute or other Sub-unit, if applicable:	
Town/city:	
Website:	

Please provide the name of a contact person who will be available to respond to potential queries from the U-Multirank team. Please indicate **only one** email address. Please indicate the email address including the @ symbol and **do not** use (at) or "at" as word. For future communication: Please make sure that our emails from info@umultirank.org will not be blocked by the firewall of your institution.	
Title	Pull down: Mr.; Mrs.
Contact person's first name:	
Contact person's last name:	
Position/Unit:	
Phone:	
Email:	
Email - please verify:	
Comments:	
Auto-Comments:	
Comments U-Multirank:	

Part 1: Details about the individual study programmes

Question 2

Please ensure the listed programmes
• **are currently offered,** • are offered as a **main subject/major** in **[field]** at your department, and, • first year enrolment will still be open in 2020   Please do not include • Short-term **first** degrees **below** bachelor level (1 or 2-year programmes), • Continuous education/CPD programmes, • Distance-learning programmes only, • Special programmes for teacher education, • Programmes in which first-year enrolment is no longer possible, • Ph.D./doctorate programmes. Those programmes can be listed for information below in "b) Other study programmes". If you wish to include any additional programmes, please contact the U-Multirank team (info@umultirank.org).

Programme name	Programme level
a) [Programme1] [Programme2] [Programme3]	Pull Down: Please choose; short undivided first degree (up to 4 years), Bachelor (incl. BA honours); Master; long undivided first degree (>= 5 years); other
b) Other study programmes:	
Comments	
Auto-Comments:	
Comments U-Multirank:	

Question 3

	Programme offered since (year)	Standard period of study in years	Is the programme ending?	
[Programme1]	PULL DOWN 0=please choose, < 2014; 2015; 2016; 2017; 2018; =>2019;		PULL DOWN: please choose; before 2018; 2018; 2019; 2020; later than 2020; not ending)	
[Programme2]				
[Programme3]				
Comments:				
Auto-Comments:				
Comments U-Multirank:				

Please provide the following information on the programmes.

Question 4

	Presence-learning programme, Full-time	Presence-learning programme, Part-time	Distance-learningprogramme
[Programme1]	☐ Yes ☐ No radiobutton	☐ Yes ☐ No radiobutton	☐ Yes ☐ No radiobutton
[Programme2]			
[Programme3]			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

Please describe the programmes according to the following characteristics:

Question 5

Please indicate if **more than one discipline** is included in the programme and give the percentage of each discipline included in the programmes. Please refer to the mandatory courses only. E.g. Sociology (80%), political science (10%), economics (10%).							
Programme name	**Percentage of mandatory courses across all courses [?62]**	**Main discipline**	**%**	**2nd discipline**	**%**	**3rd discipline**	**%**
[Programme1]							
[Programme2]							
Comments:							
Auto-Comments:							
Comments U-Multirank:							

Question 6

Please indicate the number of **students enrolled in the programmes** in 2018. **[?5]**

☐ **Data for this question not available**

☐ **Data on international students not available**

	Number of students		
	Total number of students	**New enrolments/ students in their 1st year**	**International (degree-seeking) students[?4]**
[Programme1]			
[Programme2]			
[Programme3]			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

Question 7

	Please indicate if admission to the programme is restricted and, if applicable, list **tuition fees**. **[?6]** ☐ **No tuition fees for domestic students** ☐ **No tuition fees for international students**		
	Restricted admission in 2018		**Tuition fees per year (Please list the currency, e.g. 5000 EUR)**

			Currency of tuition fee for domestic students	Tuition fee for domestic students	Currency of tuition fee for international students	Tuition fee for inter-national students[?7]
[Programme1]	☐ Yes ☐ No radiobutton		Pull down with Currencies		Pull down with Currencies	
[Programme2]						
[Programme3]						
Comments:						
Auto-Comments:						
Comments U-Multirank						

Question 8

Please indicate the amount of different teaching forms of the current curriculum for mandartory courses in per cent. [?63]

☐ **Data for this question not available**

	Mandatory courses							
	Lectures	Small group teaching (e.g.seminars, tutorials, colloquia)	Student projects (e.g. internship, independent research)	Online-based courses	Blended learning	Other	Sum teaching forms	Data not available
[Programme 1]								☐
[Programme 2]								☐
[Programme 3]								☐
Comments:								
Auto-Comments:								
Comments U-Multirank:								

Question 9

Please give details on periods of **internships / work experience and other projects work outside higher education** integrated in the programmes. Please refer to full working weeks.

☐ **Data for this question not available**

	Internships/ peri-ods of work experi-ence [?8]		Other projects outside HEI (e.g. business / private / public organisations) [48]	
	Duration in weeks	Manda-tory?	Duration in weeks	Mandatory?
[Programme1]		(Pull down – yes, no)		(Pull down – yes, no)
[Programme2]				
[Programme3]				
Comments:				
Auto-Comments:				
Comments U-Multirank:				

Question 10

Please describe the international orientation of the programmes with regard to the inclusion of **stays abroad for your own students** (incl. internships abroad) [?10].Please indicate if there are joint, dual or double study programmes [?9] with foreign partner institutions.

☐ **Data for this question not available**

	International orientation of the programmes		
	Study period abroad (minimum of 3 months)	Joint/Double/Dual de-gree programme	Most relevant foreign part-ner institu-tions for ex-change (max 5)
[Programme1]	Pull down: 0=no answer; mandatory; recommended, Credits can be recognised; recommended;not scheduled	(Radiobutton: No, it is not a joint/double/dual degree pro-gramme; Yes, it is a joint/ dou-ble/dual degree as regular de-gree; Yes, as an option to obtain a joint/double/dual degree)	
[Programme2]			

7

[Programme3]			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

Question 11

International exchange students:

Please provide information on **international student exchanges** at your department in [field] during 2018.

☐ **Data for this question not available**

	Number of exchange students	
	Students sent out in international exchange programmes [?40] 2018	Incoming students in international exchange programmes [?41] 2018
Faculty / department		
Comments:		
Auto-Comments:		
Comments U-Multirank:		

Question 12

Please provide information on teaching in a foreign language. Please indicate if the **study programme** as such is offered **entirely in a foreign language** (either regularly or as an option). If **not** please indicate the number of mandatory courses in total and the number of mandatory courses which are also delivered in a foreign language. Please refer to the year 2018.

☐ **Data on mandatory courses not available**

	Study programme is offered entirely in a foreign language	If not completely in a foreign language:	
		a) Total number of mandatory courses in the programme	b) Number of mandatory courses which are delivered in a foreign language [?12]
[Programme1]	PULL DOWN O yes, regularly O yes, optionally/ on request O no)		
[Programme2]			
[Programme3]			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

Question 13

Special features of the study programmes: Please describe (max. 600 characters) the special characteristics of the study programmes (foci, areas of specialisation, relevance of research, practical relevance, interdisciplinary orientation, etc.).	
[Programme 1]	[Max. 600 characters]
[Programme 2]	
[Programme 3]	
Comments:	
Auto-Comments:	
Comments U-Multirank:	

Question 14

Please indicate the total **number of degrees issued (graduates)** by your department in [field] by degree level. Please refer to all degree programmes **(excl. PhD)**, not only to those listed above! **[?42]**

☐ **Data for this question not available**

☐ **Institution doesn't offer Bachelor programmes in [field]**

☐ **Institution doesn't offer Master programmes in [field)**

	2016 Number of degrees issued (graduates)	2017 Number of degrees issued (graduates)	2018 Number of degrees issued (graduates)
Bachelor/ undergraduate			
thereof female graduates			
Master/ graduate			
thereof female graduates			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

Question 15

Please indicate for each programme the **number of degrees issued (graduates)** and the number of those graduating within the standard period of completion (as indicated in question 3) of the specific programme. **[?13]**

☐ **Data for this question not available**

☐ **Data on degrees within standard period not available**

	2016 Number of degrees issued (graduates)		2017 Number of degrees issued (graduates)		2018 Number of degrees issued (graduates)		Please tick if there are no graduates yet in this programme
	Total	**Within standard period [?14]**	**Total**	**Within standard period**	**Total**	**Within standard period**	
[Programme1]							
[Progarmme2]							
[Progarmme3]							
Comments:							
Auto-Comments:							
Comments U-Multirank:							

Question 16

Please indicate the percentage of 2016 graduates who were unemployed 18 months after graduation (not in Education, Employment or Training (NEET)). If no data for the 2016 cohort exists, please indicate to which cohort the data refer. **[?15]**

If no definite data are available, please specify the range that fits best your situation. **[?16]**

☐ **Data for the whole question not available**

	Percentage	If you do not have definite numbers, choose an interval:							If data relate to a period other than 18 months, please indicate the months after graduation	Cohort year (if other than 2016)
		0%	Above 0 to 5%	Above 5 to 10%	Above 10 to 25%	More than 25%	Not available	Clear range		
[Programme1]	%									
[Programme2]							☐			
[Programme3]							☐			
Comments:										
Auto-Comments:										
Comments U-Multirank:										

Question 17

Please indicate the percentage of 2016 graduates working in the region 18 months after graduation. If no data for the 2016 cohort exists, please indicate the cohort you are referring to. **[?43]**

If no exact data are available, please specify the range that describes best your situation. **[?44]**

☐ **Data for the whole question not available**

	Percentage	If you do not have definite numbers, choose an interval:							If a period other than 18 months, please indicate x months after graduation	Cohort year (if other than 2016)
		0%	Above 0 to 25%	Above 25 to 50%	Above 50 to 75%	More than 75%	Not available	Clear range		
[Programme 1]	%									
[Programme 2]										
[Programme 3]										
Comments:										
Auto-Comments:										
Comments U-Multirank:										

Part 2: Details about the department

Staff and PhD

Question 18

Please indicate the full-time equivalent (fte) numbers of **academic staff in [field]** (professors and other academic staff) employed in your department in the years **2016 to 2018.** **[?17]**

Please ensure that the calculated sum for "total academic staff" reflects your total academic staff correctly.

☐ **Data for this question not available**

	Full-time equivalent academic staff in [field]		
	2016 December	**2017 December**	**2018 December**
Staff involved in teaching and research [?50]			
Staff only involved in teaching (no research) **[?51]**			
Staff only involved in research (no teaching) **[?52]**			
Total academic staff			
thereof doctoral candidates counted as staff **[?45]**			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

Question 19 (alt Question 19)

Please give the **head count** number of academic staff in **[field]** in December 2018. **[?18]**

☐ **Data for the whole question not available**

	Academic staff (head count)	
Total number **(head count)**		☐ Data not available check box
thereof female		☐ Data not available check box
thereof with a completed doctorate degree		☐ Data not available check box
thereof with a foreign citizenship		☐ Data not available check box
thereof doctoral candidates		☐ Data not available check box

Comments:	
Auto-Comments:	
Comments U-Multirank:	

Question 20

Please give the percentage of classes/courses delivered by **external "practitioners"** [?30] outside of higher education related to the number of courses/classes in total (latest academic/calendar year).

☐ **Data for this question not available**

Courses delivered by **practitioners** outside of higher education in %	
Comments:	
Auto-Comments:	
Comments U-Multirank:	

Question 21

Please indicate the number of **doctoral degrees** awarded by your institution in **[field]** where the first supervisor is based at your department. **[?19]**			
☐ **Data for this question not available**			
☐ **Data on international students not available**			
☐ **Institution does not award research PhDs/doctorate degrees in [field]**			
	2016	**2017**	**2018**
Total number of completed research doctoral degrees			
thereof by international students			
thereof by female candidates			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

Funding

Question 22

Please indicate the unit in which you will provide financial information for the following questions.	
Unit	PULL DOWN MENÜ: 0= Please choose;1=full amount; 2=in thousand; 3=in million
Comments:	
Auto-Comments:	
Comments U-Multirank:	

Question 23

Please indicate the amount of **external research revenues** [?22] (research promotion and/or contract research) of your department in [field] in the last three years (2016, 2017, 2018).

Please do **NOT** state the total amounts of the relevant research projects but **ONLY** the revenues **in the relevant year**.

For joint projects with other departments/other institutions, please indicate only the share of your department!

Please note: external research revenues are exclusively those funds which require a) regular application and b) the application involves a review process. Please do not include your annual base funds (such as public, non-competitively awarded grants).

Please give the number in your local currency and in the correct amount:

Currency	PULL DOWN

☐ **Data for this question not available**

☐ **We had no external research funds**

External research revenues	2016	2017	2018	
From national research council/science foundations [?33]				
From national government authorities (national or federal) [?34]				
From industry/private business [?35]				
From other sources [?37]				
Total revenues				
thereof from regional sources [?21]				☐ **Data on regional sources not available**
thereof from international/foreign sources [?36]				☐ **Data on international sources not available**
thereof third party funding of professorships[?38]				☐ **Data on third party funding of professorships not available**

16

Comments:	
Auto-Comments:	
Comments U-Multirank:	

Students

Question 24

Please indicate the **total** number of students enrolled in all programmes at your department in **[field]** in 2018. **[?24]**
Please include students of all degree levels (incl. doctoral/PhD students).
If there is no distinction between majors and minors, please enter the total number in "Main subject/major in the field".

☐ **Data for this question not available**

	Main subject/ major in field	Second/ minor subject in field
Total number of students in [field] at the department		
thereof number of female students		
Comments:		
Auto-Comments:		
Comments U-Multirank:		

Question 25

Please fill in the number of students in [field] who completed **internships/clerkships** (minimum 6 weeks or minimum credit load of 200 hours) in enterprises/external public or private organisations **[?25]** within the past years.

☐ **Data for this question not available**

☐ **There are no students who made internships**

☐ **Data about internships in regional enterprises not available** check box **no_data_interns_reg**

	2016	**2017**	**2018**
Total number of students who did an internship/ clerkship			
thereof: Students who did an internship/ clerkship in the institution's region **[?26]**			
Comments:
Auto-Comments:
Comments U-Multirank:

Question 26

	Please provide the number of **degree theses** in [field] completed in cooperation with enterprises/external organisations. **[?27]** ☐ **Data for this question not available** ☐ **There are no degree theses in cooperation with enterprises**		
	2016	**2017**	**2018**
Bachelor/ Undergraduate			
Master/ Postgraduate (taught)			
Comments:			
Auto-Comments:			
Comments U-Multirank:			

Description

Question 27

a) Please describe the **teaching & learning profile** of your institution in [field] (max. 600 characters).

[Max. 600 characters]

Website:

b) Please describe the **research profile** of your institution in [field] (max. 600 characters).

[Max. 600 characters]

Website:

Comments U-Multirank:

Question 28 (alt Question 29)

Please indicate up to three major areas of specialisation, i.e. subfields of the subject fields in question, of your faculty/department. Please see the specification of fields for the 2020 edition of U-Multirank here .

For business, this may include: accounting and taxation; finance.

For earth sciences, this may include: climate research; geography (physical).

For economics, this may include: econometrics; economic history; economics; political economics.

For education, this may include: curriculum studies; didactics; educational assessment, testing and measurement; educational evaluation and research;
NB: no teacher education programmes shall be included.

For geography, this may include social geography.

For history, this may include: cultural history; history of literature; history of medicine.

For international law: European law; international law.

For linguistics: general linguistics.
NB: (foreign) language acquisition and sciences shall be excluded.

For political science, this may include: international relations; peace and conflict studies; political science; public policy studies.

For sociology, this may include: criminology, gender studies.

Profile 1

Profile 2	
Profile 3	
max. 50 characters	

Comments:

Comments:

Comments U-Multirank:

Question 29

Does your department/ faculty/ unit currently have one of the **"triple crown" accreditations?** [?64] Please indicate below.		
	Yes	**No**
Association to Advance Collegiate Schools of Business (AACSB)	Radiobutton (yes) triple_crown_aacsb	Radiobutton (no)
Association of MBAs (AMBA)	Radiobutton (yes) triple_crown_amba	Radiobutton (no)
European Quality Improvement System (EQUIS)	Radiobutton (yes) triple_crown_equis	Radiobutton (no)
Comments:		
Comments U-Multirank:		